

Gates Moments in Intelligence

RELOCATION BULLETIN 19  
1 September 1961

TOILET FACILITIES

1. During the early stages of the move to the new building, toilet facilities will not be available at the new site. However, all toilet facilities in the downtown area will remain in operation until the move is completed at which time it is anticipated that all the toilet facilities in the new building will be activated. Upon activation of the facilities in the new building the downtown toilet facilities will be scheduled to provide for operation on Tuesdays and Thursdays, except national holidays.

2. Personnel assigned to the new building prior to the activation of all toilet facilities in the building will be expected to make personal provisions consistant with personal comfort. It is anticipated that prior to Christmas 1961 at least two temporary toilet facilities will be made available in the new building if funds permit. If installed these temporary units will be located on the seventh floor adjacent to the public telephones and in the second sub-basement adjacent to the boiler room.

3. For security reasons personnel will not frequent gasoline stations, restaurants, and other public facilities in the vicinity of the new building with the intent of utilizing such toilet facilities, inasmuch as this will attract undue attention to Agency personnel.

4. Personnel are reminded that vegetation at the new building is U.S. Government property. Damage to or destruction of U.S. Government property is a Federal offense. Personnel are also reminded that some types of plants in adjacent wooded areas are harmful such as poison ivy (3 leaves), poison oak, and poison sumac. Photographs of these plants will be posted at the main entrance to the new building at an early date.

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